



INTERLOCAL M/WBE CONSORTIUM CERTIFICATION APPLICATION

Minority/Women Business Enterprise Data Sheet

(INSTRUCTIONS: Please complete this form in its entirety. If a question does not apply to your business, mark "N/A" in the space provided. If you do not have sufficient space to answer a question completely, attach additional sheets as necessary and reference the appropriate letter. Unanswered questions may be reason for denial.)

A. Name of Firm: _____
Owner of Firm: _____
Primary Contact: _____
Street Address: _____ City /State/Zip _____
Mailing Address (If Different): _____
Phone Number: _____ Fax Number _____
E-Mail Address: _____ Web Site: _____
Home Office Address (If Different): _____

B. Identify specific product/service in your firm's area of expertise that you wish to certify:

Major Equipment: _____

C. Federal ID Number or Social Security No. of Owner: _____

D. Type of Firm (Check one):

☐ Sole Proprietorship: Date Established _____ ☐ Partnership: Date Established _____
☐ Corporation: Date of Incorporation _____ State of Incorporation _____

E. Check Appropriate MBE/WBE Status:

☐ African/Black American ☐ Native American Indian, American Aleut
☐ Hispanic American, ☐ Non-Minority Woman
☐ Asian American

F. Are you a U S Citizen? Yes ☐ No ☐

Name of Business _____

G. Nature of Business:

- ☐ Wholesale Distributing ☐ Professional Services ☐ Goods & Services
☐ Manufacturing or Production ☐ Construction Related ☐ Retail Dealer
☐ Consultant (Please Specify) _____ ☐ Other _____

H. Has applicant or business been denied M/WBE certification within the past three years?

_____ Yes _____ No

I. If "Yes", name the certifying agency and circumstances resulting in denial:

J. List other agencies that have certified your business as an M/WBE (attach certificates**) or where you currently have an application pending.**

K. Number of Years in Business _____

L. Ownership of Firm:

Identify all partners, proprietors, and stockholders by name, sex, ethnic group, percentage of ownership and number of shares.

1)

Name	Sex	Race/Ethnic Group	# of Shares Owned	% of Ownership	Social Security #	Date of Birth

2)

If any owners are related, please specify relationship (Husband, Wife, Sister, Brother, etc.):

Number of shares of stock authorized: _____

Number of shares of stock issued: _____

Indicate status of any stock not accounted for above: _____

3)

Identify the firm's *current* Board of Directors as specified below (If applicable)

Use additional sheet of paper if necessary

Name	Ethnic Group	Title/Position	Length of Service

Name of Business _____

- 4) Identify each officer or owner of the firm (by title) and state his/her current employment by another firm, if any:

	Name	Other Employer	Weekly Work Hours
President			
Vice President			
Secretary			
Treasurer			
Other			

M. Who controls management & daily operations of the business?

N. Offices:

Does the firm own its offices? [] Yes [] No

If no, identify landlord and owner of lease or rental office: _____

O. Control of Firm:

1) Financial Decisions

Name	Ethnic Group	Sex	Title
_____	_____	_____	_____
_____	_____	_____	_____

2) Management/Operational Decisions

Name	Ethnic Group	Sex	Title
_____	_____	_____	_____
_____	_____	_____	_____

3) Hiring & Firing of Personnel

Name	Ethnic Group	Sex	Title
_____	_____	_____	_____
_____	_____	_____	_____

4) Identify those individuals (owners and non-owners) who carry out the following functions in the firm:

The Person(s) who signs the Payroll

(Name) (Title)

(Name) (Title)

The Person who signs the Application/Agreement for Security Bonds & Insurance

(Name) (Title)

(Name) (Title)

Name of Business _____

P. Business Relationships:

Name Address Limit
1) Bonding Company: _____

2) Bank(s): (List all banks and contact persons)

Bank Contact Person

3) Sources of letters of credit, if any: _____

Q. Number of Permanent Full-time Employees: _____

R. Specify the business' net income after federal income taxes, excluding any carryover losses, for the preceding two years.

2002 \$ _____ 2003 \$ _____ 2004 \$ _____

S. What is the business' net worth: \$ _____ Year _____
(For a sole proprietorship, include both personal and business assets.)

T. Distributor/Supplier (Complete this question only if the business is a distributor or supplier)
Average dollar value of inventory: \$ _____

U. List the broad categories of inventory:

V. Licenses required to conduct business: Attach copies of any required local, county, and state active business or professional licenses and permits (i.e., contractors, PUC, A&E, HVAC, registration) for each license/permit attached indicate:

Name of Licensing Entity	Type of License	Date of Expiration	Name of Licensee/Qualifying Individual	Minority Group	% of Ownership

Name of Business _____

AFFIDAVIT

The undersigned does hereby swear that the foregoing statements and attachments are true, accurate and include all information requested to completely identify and explain the ownership, control and operation of _____ (Name of Enterprise) and that none of the information supplied was for the purpose of misrepresenting the matters stated.

It is recognized and acknowledged that the statements herein are being given under oath and any misrepresentation may be grounds for terminating any contract awarded in reliance hereon and may be grounds for disqualification of the firm for other contracts. It is further recognized and acknowledged that M/WBE Certification with the City of Tallahassee, Leon County and Leon County Schools Government will automatically terminate by the sale, exchange, or transfer of ownership of the business by minority/women group members. The undersigned further agrees to immediately report all sales, exchange or transfer of ownership to the City of Tallahassee, Leon County or Leon County Schools M/WBE Offices.

It is further recognized and acknowledged that falsifying or misrepresenting any information or document furnished to the City of Tallahassee/Leon County/Leon County Schools may result in the revocation or denial of M/WBE Certification of the above named minority business and/or any other minority business in which owner(s) have an interest. In addition, it may also result in the barring of any business in which such owner(s) have an interest from performing any contracting or procurement business with the City of Tallahassee/Leon County/Leon County Schools.

By submitting this application the above named firm hereby agrees to furnish all documents, records and any other information that at any time may be requested by the City of Tallahassee/Leon County/Leon County Schools in order to review, investigate or to confirm the minority status of the business or owner(s) for Certification as a minority business. Any failure to comply with such a request shall be grounds for denial or revocation of Certification of the business.

I do solemnly declare and affirm under penalty of applicable state and federal laws of perjury that the statement furnished herein and the documents herewith are true and correct, and that I am authorized, on behalf of the above firm, to make this affidavit.

Signature

Title

On this ___ day of _____, 20____ before me appeared _____
to me personally known, who being duly sworn, did execute the foregoing affidavit, and did state that he/she was properly authorized by (Name of Firm) _____
to execute the affidavit and did so as a free act and deed.

Notary Public

My Commission Expires

Name of Business _____

Checklist of Documents for Submittal

Copies of these documents are required only if they are applicable to your business operations. If any document descriptions do not apply to your business, write N/A for each category that does not apply. Be sure that you attach copies of all documents, which are applicable.

- _____ Proof of minority status for all owners (birth certificates, court records, tribal records, passports, naturalization, voter registration cards)
- _____ Proof of residency of all owners/directors (driver's license, homestead exemption, voter registration)
- _____ Detailed resumes of all principals and owners
- _____ Fictitious Name Registration
- _____ Professional License(s)
- _____ Occupational/Business Registration License(s)
- _____ Copy of bank signature card or letter from bank
- _____ Last two years' income tax returns or balance sheets
- _____ Detailed list of inventory available for resale to the public
- _____ All stock certificates issued, including cancelled certificates
- _____ Stock Ledger
- _____ Articles of Incorporation
- _____ Corporate Bylaws and minutes of organizational meetings
- _____ Business Insurance Certificate

Please return Application to:

City of Tallahassee MBE Office
300 S. Adams Street, Mailbox A-11
Tallahassee, FL 32301
(850) 891-8184

[OR]

Leon County M/WBE Office
2284 Miccosukee Road
Tallahassee, FL 32308,
(850) 488-7509

[OR]

Leon County Schools M/WBE Office
2757 W. Pensacola Street
Tallahassee, FL 32304
(850) 487-7293